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# Incident Action Plan

Draft		Approved	
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<b>Incident Name</b>		
<b>Date of This Plan</b>		
<b>Operational Period Date / Time</b>	<b>From:</b>	
	<b>To:</b>	

<b>Compiled By Planning Officer</b>			
<b>Name:</b>			
<b>Signature:</b>		<b>Date:</b>	
<b>Approved By Incident Controller</b>			
<b>Name:</b>			
<b>Signature:</b>		<b>Date:</b>	

<b>Attachments:</b>		
<input type="checkbox"/> AIIMS Structure	<input type="checkbox"/> Shoreline Division Assignment	<input type="checkbox"/> Environmental Summary
<input type="checkbox"/> Maps	<input type="checkbox"/> Wildlife Division Assignment	<input type="checkbox"/> Current SITREP
<input type="checkbox"/> Marine Division Assignment	<input type="checkbox"/> Communications	<input type="checkbox"/> Other -
<input type="checkbox"/> Air Ops Division Assignment	<input type="checkbox"/> Medical	

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## **AIM**

To ensure the safety of all personnel involved with the incident response and reduce the impact to the environment of the grounding of .....

### **Incident Objectives**

*(What is to be achieved, when and where)*

1. Ensure the safety of the public and all response personnel
2. Control the source of the spill
3. Manage the response in a coordinated manner
4. Protect environmentally sensitive areas
5. Contain and recover spilled materials
6. Recover and rehabilitate injured wildlife
7. Clean up product from impacted areas
8. Keep the public and stakeholders informed of response activities
9. Minimize economic impacts
10. Terminate the response (demobilisation)

## Strategies/Tactics

<b>Strategies</b> (The approach to what is planned to be done, in priority order)		<b>Tactics</b> (Detailed activities to accomplishing the Strategies)
1	Implement Safety Plan	OSH Plan attached
2	Stabilise <i>Casualty</i> as soon as possible/practicable	Liaise with Salvor Source vessels with appropriate pumps/ storage Order Salvor to remove oil from tanks by transfer to another vessel by
3	Mechanical containment/recovery of oil from <i>Casualty</i>	Liaise with Salvor Source and deploy personnel/equipment/ vessels for boom and skimming operations
4	Maintain and develop FOB capacity and staging area/s	Develop FOB capacity as required Establish a staging area for a spill response gear Operations on-going and expanding to accommodate extra personnel
5	Utilise and update IAP	Monitor application of strategies throughout the IAP period Produce updated IAP
6	Augment monitoring processes to improve situational awareness	Monitoring of spill extent - on-going Deploy tracking buoy – on-going Aerial surveillance - on-going - Obtain shoreline assessments
7	Identify environmental sensitivities	Source relevant information, revise protection priorities and provide information to planning team for strategy revisions. Operational plans prepared and attached
8	Assessments of shoreline impact and oiled wildlife	Deployment of shoreline assessment team DPaW personnel continue oiled wildlife operations
9	Mechanical deflection/exclusion of oil from affecting sensitive on-water and near shore resources	Exclusion Booming Exclusion Booming
10	Evaluate dispersant use and prepare for potential activation ( <i>notional</i> )	Obtain NatPlan equipment Obtained suitably trained personnel Deploy trained personnel onto a vessel to conduct testing of dispersant Provide recommendation to IC
11	Mechanical containment/recovery of oil from affecting sensitive on-water and near shore resources	containment recovery inshore booming Associated Marco skimming vessel operations
12	Initiate waste management ( <i>notional</i> )	Prepare waste management plan Source and deploy personnel and equipment for decontamination areas and waste control
13	Collection and treatment of oiled wildlife	DPaW personnel establish a wildlife treatment operation by utilising wildlife clean-up container On-going operations
14	Implement measures to inform public via multiple avenues	Activate social media account Issue media updates Convene public meetings

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# Operations – Marine Division Assignment

<b>Incident Name:</b>		<b>Date Prepared:</b>	
<b>Location / Description:</b>			
<b>Operational Period</b>			
<b>From:</b>		<b>To:</b>	
<b>Operations Officer:</b>		<b>Marine Coordinator:</b>	
<b>Strategies</b>		<b>Tactics</b>	

<b>Marine Response Teams Assigned this Period</b>				
<b>Team</b>	<b>Sector</b>	<b>Assignment</b>	<b>Team Leader</b>	<b>Contact #</b>

Resources Assigned to Marine Response Teams this Period						
Team Identifier	Equipment Required	Personnel required	Transportation Required		Drop Off Time	Pick Up Time
			Yes	No		
			<input type="checkbox"/>	<input type="checkbox"/>		
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			<input type="checkbox"/>	<input type="checkbox"/>		
Special Instructions/General Safety Message						
<b>Prepared By:</b>		<b>ICS Unit:</b>				

## Operations – Air Ops Division Assignment

<b>Incident Name:</b>		<b>Date Prepared:</b>	
<b>Location / Description:</b>			
<b>Operational Period</b>			
<b>From:</b>		<b>To:</b>	
<b>Operations Officer:</b>		<b>Aviation Coordinator:</b>	
<b>Strategies</b>		<b>Tactics</b>	

<b>Fixed Wing Aircraft</b>					
<b>Assignment</b>	<b>Sector</b>	<b>Time Start</b>	<b>Time Finish</b>	<b>Contact Name</b>	<b>Contact #</b>



Rotary Wing Aircraft					
Assignment	Sector	Time Start	Time Finish	Contact Name	Contact #
<b>Special Instructions/General Safety Message</b>					
<b>Prepared By:</b>				<b>Section/Unit:</b>	

# Operations- Shoreline Division Assignment

<b>Incident Name:</b>		<b>Date Prepared:</b>	
<b>Location / Description:</b>			
<b>Operational Period</b>			
<b>From:</b>		<b>To:</b>	
<b>Operations Officer:</b>		<b>Shoreline Coordinator:</b>	
<b>Strategies</b>		<b>Tactics</b>	

<b>Shoreline Response Teams Assigned this Period</b>				
<b>Team</b>	<b>Sector</b>	<b>Assignment</b>	<b>Team Leader</b>	<b>Contact #</b>

**Resources Assigned to Shoreline Response Teams this Period**

Team Identifier	Equipment Required	Personnel required	Transportation Required		Drop Off Time	Pick Up Time
			Yes	No		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
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			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
<b>Special Instructions/General Safety Message</b>						
<b>Prepared By:</b>		<b>ICS Unit:</b>				

# Operations – Wildlife Response Sub-Plan

<b>Incident Name:</b>		<b>Date Prepared:</b>	
<b>Location / Description:</b>			
<b>Operational Period</b>			
<b>From:</b>		<b>To:</b>	
<b>Operations Officer:</b>		<b>Wildlife Coordinator:</b>	

<b>Objectives</b>	
1.	
2.	
3.	
4.	
5.	
6.	

<b>Strategies</b>	<b>Tactics</b>

<b>Oiled Wildlife Response Team Assigned this Period</b>				
<b>Team</b>	<b>Sector</b>	<b>Assignment</b>	<b>Team Leader</b>	<b>Contact #</b>

Resources Assigned to Oiled Wildlife Response Team this Period						
Team ID	Equipment Required	Personnel Required	Transportation Required		Drop Off Time	Pick Up Time
			Yes	No		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		

Special Instructions/General Safety Message	
<b>Prepared By:</b>	<b>ICS Unit:</b>

## Waste Management Sub-Plan

<b>Incident Name:</b>		<b>Date Prepared:</b>	
<b>Location / Description:</b>			
<b>Operational Period</b>			
<b>From:</b>		<b>To:</b>	
<b>Prepared By</b>			
<b>Name:</b>		<b>Section:</b>	
<b>Background</b>			
<b>Incident Name:</b>			
<b>Incident Level:</b>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>
<b>Pollutant Type:</b>			
<b>Pollutant Amount:</b>			
<b>Sill Location:</b>			
<b>Spill Date and Time:</b>			

<b>Purpose and Scope</b>
<p>This plan is written at the request of the Incident Controller of (insert incident name) and is an incident specific waste management plan.</p> <p>This plan will cover the over-arching oil recovery and waste management issues relating to the (insert incident/vessel name) which involves the following activities (insert activities)</p>

<b>Objectives</b>
<p>The key objectives include:</p> <ul style="list-style-type: none"> <li>• Identification of Temporary Storage Site (TSS) for waste</li> <li>• Identification of primary, secondary and final waste storage locations</li> <li>• Reduction of waste generation using the most effective response techniques</li> <li>• Segregation of waste streams upon initial recovery</li> <li>• Avoiding secondary contamination</li> </ul>

<b>Waste Identification</b>		
<p>The following categories of waste material have been identified. Volumes of these types of each collected materials will be difficult to determine and as such, should be updated daily in a register. The volumes have been estimated as at (insert time) on (insert date).</p>		
Type of Waste	Description	Estimated Volume
Liquid	Total release to date (insert type)	
	Potential worst case scenario (insert type)	
Liquid	Skimmer from water and spill source (based on 20% recovery)	
Solid	Shoreline material collected that is contaminated with oil (sand and beach debris) ( <i>potential oil ashore 80% total volume x 10</i> )	
Solid	Contaminated PPE from shoreline response (Non-reusable)	
Solid	Dead or injured wildlife	
Solid	Non-oil contaminated general waste (municipal waste)	

**Waste Management Approach**

**Waste Streams:**

- Oil and Water
- Oil and Soil
- General Waste (contaminated)
- General Waste (not contaminated)
- Deceased Wildlife (contaminated)

**Implementation Plan**

**On Water Recovery:**

Option 1

- Waste oil collected using containment and recovery units offshore to be transferred directly to (insert option)
- Oil to be offloaded at (insert option)
- Waste oil to be sorted at temporary storage facility at (insert option)
- Waste storage areas are to be segregated into waste streams
- Waste oil contractor to collect waste from temporary storage (insert option) and transfer to long term temporary storage
- All waste to be tracked by waste contractor

Option 2

- Anchor large bulk storage barges offshore
- Containment and recovery vessels to transfer waste to bulk storage barges
- Bulk storage barges to be transferred to (insert option)
- Oil to be offloaded at (insert option)
- Waste oil to be stored at temporary storage facility at (insert option)
- Waste oil contractor to collect waste from temporary facility and transfer to long term temporary storage
- All waste to be tracked by waste contractor

**Onshore:**

Option 1:

- Liquid oil collected onshore and stored in fast tanks, IBC's or lined storage pits above the high tide line
- Bulk oil and sand stored in bags above high tide line
- Waste oil to be collected and transferred to (insert option) temporary storage area
- Decontamination area established
- Waste contractor to collect and transfer to temporary storage

**Resources Required – Temporary Waste Storage Collection**

Item	Amount Required	Comments

Waste Contractor		
Contractor Name	Contact Person	Contact Details (Phone & Email)

Waste Management Locations/Staging Areas		
<p>The following staging areas and temporary storage sites (TSS) have been currently identified however may change frequently dependant on clean up conditions.</p>		
Location	Description	Comments

Transportation
<p>Approved transporters will be used from the staging areas identified above to the approved destination facilities identified below (Final Destination). All transporters of recovered oil and solid waste generated as a result of the oil spill will be registered transporters under the <i>Environmental Protection (Controller Waste) Regulations 2004</i> as regulated by the Department of Environment Regulation (DER).</p>

Final Disposal			
<p>The final disposal locations have been determined according to the waste types that are able to receive. These locations have been identified as the following:</p>			
Waste Disposal Facility	Class	Location	Types of Waste



## Recovery Management Sub-Plan

<b>Incident Name:</b>		<b>Date Prepared:</b>	
<b>Location / Description:</b>			
<b>Planning Period</b>			
<b>From:</b>		<b>To:</b>	
<b>Prepared By</b>			
<b>Name:</b>		<b>Section:</b>	
<b>Role:</b>		<b>Contact Number:</b>	

<b>Aim</b>
The aim of this sub plan is to develop a recovery plan to rehabilitate environmental, economic, and social and infrastructure of (insert location) and surrounds following the (insert incident name).

<b>Objectives</b>
<p>Key Objectives Include:</p> <ul style="list-style-type: none"> <li>• Establishment of a Recovery Committee that includes stakeholders, community, scientific personnel and other key government agencies in line with WestPlan - MOP and MTE.</li> <li>• Identification of key values of the region and assessment of current and projected status of key values</li> <li>• Development of (insert location) Ecosystem Restoration Task Force</li> <li>• Rehabilitation of affected environment, prioritising the high value sensitivities including (insert list)</li> <li>• Return of affected socio-economic community, including return of beaches to pre-existing condition.</li> </ul>

<b>Scope of Recovery</b>
<ul style="list-style-type: none"> <li>• Environment</li> <li>• Economic Cost Recovery</li> <li>• Cultural</li> <li>• Social</li> <li>• Infrastructure - returning staging areas to their original condition</li> </ul>

<b>Key Environmental Impacts</b>		
<b>Environmental Impact</b>	<b>Recovery Objectives</b>	<b>Recovery Method</b>

<b>Science Coordination and Research Stakeholders</b>		
<b>Agency</b>	<b>Contact Person</b>	<b>Contact Details</b>
CSIRO		
University of Western Australia		

Australian Institute of Marine Science		
Office of Environmental Protection Authority		
Department of Parks and Wildlife		

<b>Recovery Committee Stakeholders</b>		
<b>Agency</b>	<b>Contact Person</b>	<b>Contact Details</b>
CSIRO		
Industry Representative		
Local Government Representative		
Local Non-Government Organisations		
Local Business Owners Association		
Commercial Fisheries Association		
Community Representative		